



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20020067

OPEN: 2/1/02

CLOSE: 3/4/02

POSITION VACANT: Writer-Editor (Section Head, Communications Resources Section), GS-1082-14. Annual salary ranges from \$78,265 to \$101,742.

PROMOTION POTENTIAL: Writer-Editor (Section Head, Communications Resources Section), GS-1082-14.

LOCATION: Office of the Director, Office of Legislative and Public Affairs, Communications Resources Section, Arlington, VA.

BARGAINING UNIT STATUS: This position is excluded from the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-500).

AREA OF CONSIDERATION: All Sources. This position is open to status and non-status candidates, as well as candidates eligible for appointment under special non-competitive appointing authorities.

DUTIES AND RESPONSIBILITIES: The incumbent serves as the Section Head, Communications Resources Section (CRS), in the Office of Legislative and Public Affairs, which manages the development, and dissemination of NSF publications, and controls the website for NSF's news, public affairs and Congressional information. The Section Head, CRS, is an integral part of the OLPA senior management and is relied on for programmatic as well as budgetary input. The incumbent oversees and directs the presentation of news, public affairs, Congressional and other material on the NSF website. The incumbent supervises a staff of writers and illustrators for the site, and manages relations with contractors for Web services. Responsibilities include:

- In accordance with NSF policies, reviews and approves all publications intended for external distribution. Provides expert advice and direction to staff in NSF directorates/offices on publications clearance issues. Coordinates and implements efforts to evaluate and revamp clearance procedure and policies.
- Oversees all aspects of OLPA contract for development of promotional and informational NSF publications. Directs and monitors the work of contractors (researchers, writers, graphic designers). Reviews and approves cost proposals, work schedules, and deliverables for contract services.
- Develops and implements plans to promote NSF activities and disseminate information to broad audiences using electronic publishing technologies such as the World Wide Web. Promotes use of electronic publishing systems as a cost effective means for widespread information dissemination. Provides guidance to NSF staff on issues related to clearance of documents intended for electronic dissemination and grants approval to post documents on NSF's home page. Ensures that postings of text and images to NSF's web pages are current and of a high editorial quality. Chairs the OLPA web committee and acts as OLPA liaison with other NSF offices involved in Internet communications.
- Develops and implements long-range publication plans to enhance and expand awareness of NSF among external audiences. Evaluates effectiveness of NSF publications and designs publishing strategies based on results.
- Develops and administers NSF's publications budget for external projects undertaken by OLPA which result in publications which are used by the entire agency.

- Facilitates partnerships within and outside the agency to advance the agency's publishing goals by planning, coordinating, and participating in meetings, task forces, teams, and committees. Delivers presentations concerning NSF's publishing processes and strategies.
- Determines need for and oversees the development and production of publications in both print and electronic format e.g. *Annual Report*, *Website*, *Guide to Programs*, *Publications of the NSF*, *About the NSF*, and other promotional and informational brochures and reports. Sets and implements overall editorial policies for publications.
- Writes and edits publications, summaries, statements and other materials for use by the NSF Director, Deputy Director and other senior officials in communicating information about NSF's programs and activities to external audiences and publications policy and procedures for internal audiences. Contracts with service providers for editorial and other services.
- Plans, assigns, and reviews the work of a staff of approximately 3 professional and support staff. Assigns work and sets priorities; evaluates performance; interviews candidates for vacant positions; hears and resolves employee's complaints; effects disciplinary measures as necessary; identifies developmental and training needs of employees. Periodically reviews job descriptions for currency and accuracy; reports detailing of employees to jobs other than their own; initiates or participates in review and improvement of work methods, organization features, and the structuring of positions to achieve optimum staff utilization.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. Applicants must possess one year of specialized experience equivalent to the GS-13 level. **Specialized experience:** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled. **Time-in-Grade Requirement:** Completion of one year of service in a position at the GS-13 level for this occupation is required for status applicants.

QUALITY RANKING FACTORS:

1. Mastery of the principles, methods, practices, and techniques of communication that enable the employee to function as a major authority on communication activities, including knowledge enabling the incumbent to plan and direct communication programs to convey complex information orally, in writing, and through the electronic media to general public audiences.
2. Skill in developing complex materials to convey information concerning agency programs and activities, and public policy issues to diverse audiences (e.g. scientists and engineers, educators, members of Congress, state and local government officials, and news media).
3. Knowledge and understanding of the latest publishing technologies and trends, and ability to use these publishing technologies and/or direct the work of others from conceptualization through printing and dissemination.
4. Knowledge of publishing procurement/contracting requirements to facilitate the production of publications that meet agency standards.
5. Skill in analyzing the effectiveness of a communications program by having a thorough knowledge of the field, implementing results from discussions with senior level management, and utilizing feedback from audiences to formulate policies and plans.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year supervisory probationary period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

Applicants who do not submit the required items to this personnel office by the closing date of this announcement will not be considered. It is the applicant's responsibility to provide documentation/proof of claimed qualifications, education, service, veteran's preference, status (SF-50) and/or verification of eligibility for non-competitive appointment. If you submit an electronic application via any means, you must follow-up with documents requested by the closing date of the announcement. Applicants will not be contacted for additional information if their applications are incomplete or determined not to be adequate.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. • Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Status candidates who wish to be considered under both merit promotion and delegated competitive examining procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion program.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly specify specific eligibility and provide proof with application. Otherwise, the application will be considered under competitive procedures.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, *Notification of Personnel Action* (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality ranking factor.

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, *Application for 10-Point Veteran's Preference* (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20020067. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Fred Person on (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER